

FS Direct

Direct Communication to Foreign Service Employees and Family Members
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What's Inside

EMPLOYMENT

2006 Cox Foundation

Professional Development
Fellowship

FLO Survey

Manpower Employment Services
Home-Based Business Guide

EDUCATION AND YOUTH

Getting a View of Campus Life
FS Writing Contest: 9th grade +
below

SUPPORT SERVICES

Understanding Long Term Care
Insurance

TRAINING

Looking for Education that's
Convenient and Accessible?

Transition Center Courses

TAKE NOTE: Events, Information

Guidelines for Expeditious
Naturalization

Domestic Servant/Nanny Update

Embassy Village: A Virtual
Community for Foreign Service
Family Members

Click Your Way to FLO Resources

FLO Homepage on the Internet

<http://www.state.gov/m/dghr/flo>

FLO Homepage on the Intranet

<http://hrweb.hr.state.gov/flo/index.html>

Email FLO – flo@state.gov



EMPLOYMENT

The Network – Receive DC area job postings via email and find other job search resources on the FLO webpage.

PIT Buyback Program Guidance and Instructions on FLO's Internet website: <http://www.state.gov/m/dghr/flo/62628.htm>.



INFORMATION & RESOURCES

FLO Publications on the Internet may be found at
<http://www.state.gov/m/dghr/flo/rsrscs/pubs/>



FS FAMILY MEMBERS

Job Seekers Network Group supports the DC area job seeker.
Calendar- <http://www.state.gov/documents/organization/37848.pdf>



FS DIRECT SUBSCRIPTIONS

To subscribe, please use the following links:

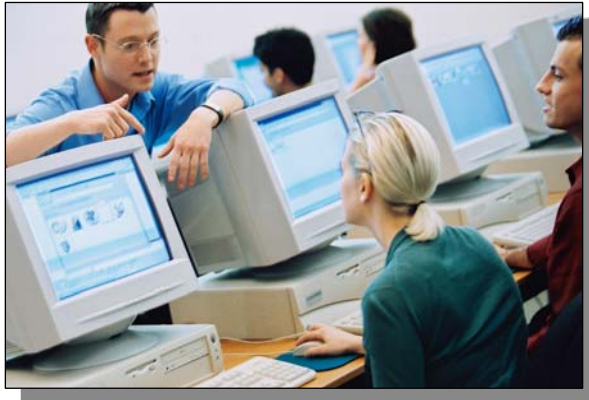
Internet: <http://www.state.gov/m/dghr/flo/c9156.htm>

Intranet: <http://hrweb.hr.state.gov/FLO/FLOSubscription.html>

Via AAFSW: Visit the FLO area of the AAFSW web site at
<http://www.aafsw.org> and click on FLO newsletters.

FS Direct is also available on the FLO Internet web site at
<http://www.state.gov/m/dghr/flo/rsrscs/pubs/c5709.htm>

2006 Cox Foundation Professional Development Fellowship



LAST CALL! - The Department of State is pleased to announce the **Professional Development Fellowship Program** for Foreign Service Eligible Family Members and Members of Household, funded by the Una Chapman Cox Foundation. This is the second year of a pilot program to maintain, enhance and/or develop professional skills for Foreign Service Eligible Family Members and Members of Households who are not in a position to pursue their career path overseas. Fellowships

of up to \$2,000 will be granted on a reimbursable basis for enrichment activities. The selected applicant must fund 25% of the cost of the proposed activities; the granted Fellowship will cover up to \$2000 of the remaining 75% of the costs. Activities can include, but are not limited to, continuing education, distance learning, professional development, participation in professional conferences, dues for membership in professional organizations, and small business start-up costs.

ELIGIBILITY

Applicants must be an Eligible Family Member (EFM) or a Member of Household (MOH) of a Foreign Service direct-hire employee available for worldwide assignment.

APPLICATION PROCESS

Applicants should submit a completed application form which can be found on-line on FLO's website at <http://www.state.gov/documents/organization/64286.doc>.

Applications must contain a one-to-two sentence synopsis of the proposal followed by a description of the professional development program. The program should be directly related to the EFM/MOH's professional interests, and the proposal must explain how the proposal will enhance the EFM/MOH's skills. As noted above, proposals may include a wide-range of activities. Proposals should provide a detailed breakdown of the expenses involved and give an indication of how the stipend would be used. Applications should be limited to two (2) pages (see form).

REIMBURSABLE COSTS

Applicants should be aware that, if selected, the Fellowship will reimburse up to \$2000 of the remaining 75% of the proposed cost and the applicant will be responsible for 25% of the proposed cost. Travel, transportation, lodging costs and per diem are not covered under this program.

SELECTION COMMITTEE

Proposals will be reviewed by a selection committee chaired by the Family Liaison Office (FLO) and including representatives from the geographic bureaus.

SELECTION CRITERIA

In selecting grantees, the Selection Committee will consider the following factors:

1. Unavailability of employment options in the candidate's profession at her/his current post of assignment.
2. Correlation between the proposed activity and professional development of the candidate
3. (where applicable) A connection between the proposed activity and other effort(s) on the part of the candidate to maintain/refresh her/his professional skills (i.e. if the proposal is part of a larger professional development plan).

Proposals from FS EFMs and MOHs residing at Historically Difficult to Staff (HDS) posts will receive preference as will proposals from posts where no Bilateral Work Agreement or de facto work arrangement is in place. A list of HDS posts follows; the link to the bilateral and de facto list follows:

<http://www.state.gov/m/dghr/flo/rsrscs/pubs/16261.htm>

PROJECT COMPLETION

Successful applicants will be expected to complete their proposed professional development program within 12 months of being notified of selection. If the proposal is for an activity in a later timeframe, the reasons should be explained. Those selected can submit receipts for qualifying expenses incurred up to \$2,000 at any time during the activity but not later than thirty days after project completion.

APPLICATION DEADLINE

Proposals are due in M/DGHR/FLO no later than May 15, 2006.

Proposals can be submitted as follows:

- faxed to M/DGHR/FLO at (202) 647-1670
- emailed to FLOASKEMPLOYMENT@state.gov
- mailed or hand carried to M/DGHR/FLO, Department of State, 2201 C ST, NW, Room 1239 HST, Washington, DC 20520

Selectees will be notified on or about June 15, 2006. The program will run for one year starting on the date that the selectees are announced and notified.

POINTS OF CONTACT

For additional information, contact Jenneke Fijn van Draat, FLO Employment Program Specialist, FijnvandraatJE@state.gov, or Louis Wells, wellsLL@state.gov. telephone (202) 647-1076.

HISTORICALLY DIFFICULT TO STAFF (HDS) POSTS

EAP Posts

Bandar Seri Begawan, Chengdu, Guangzhou, Ho Chi Minh City, Jakarta, Majuro, Port Moresby, Seoul, Shenyang, Ulaanbaatar, Vientiane

EUR Posts

Almaty/Astana, Ashgabat, Baku, Banja Luka, Bishkek, Chisinau, Dushanbe, Kiev, Minsk, Podgorica, Pristina, Sarajevo OHR, Skopje, Tashkent, Tbilisi, Tirana, Vladivostok, Yekaterinburg, Yerevan

AF Posts

Abidjan, Abuja, Antananarivo, Asmara, Bamako, Banjul, Brazzaville, Bujumbura, Conakry, Cotonou, Dar Es Salaam, Djibouti, Freetown, Khartoum, Kigali, Kinshasa, Lagos, Libreville, Lilongwe, Lome, Luanda, Maputo, Mbabane, Monrovia, Nairobi, Ndjamena, Niamey, Nouakchott, Ouagadougou, Praia, Yaounde

WHA Posts

Georgetown, Paramaribo, Port Au Prince

NEA and SA Posts

Algiers, Baghdad, Calcutta, Damascus, Dhaka, Doha, Islamabad, Jeddah, Jerusalem, Kabul, Karachi, Lahore, Riyadh, Sanaa



FLO Survey

An enormous thanks to all who participated in FLO's Survey of Family Members and Members of Household! The survey generated 3,258 responses, representing approximately a 35% participation rate (7 to 10% is the norm)! A report on the results of the survey will be posted on [FLO's Internet Homepage](#).



Manpower Employment Services

The Family Liaison Office's (FLO) Strategic Networking Assistance Program is excited to announce a great career opportunity for Foreign Service Eligible Family Members and Members of Household. FLO has negotiated a no-cost partnership with [Manpower Inc.](#) to provide professional training and employment opportunities to EFMs and MOHs in Washington, DC and under Chief of Mission authority at overseas posts.

With Manpower, our family members and members of household may receive targeted employment assistance in the 72 countries where Manpower has 4,400 offices and 27,000 employees. Manpower has a wealth of experience and expertise gained over a 58-year history and a vast international network, including 98% of the Fortune 500 companies.



Manpower is eager to assist Eligible Family Members and Members of Household with job placements. A job search requires time and a strategic plan, so act now! In addition to professional counseling and placement services, the entire range of Manpower assessment tools and training programs, including 3,600 on-line courses, are available at no cost to Eligible Family Members and Members of Household. Access to Manpower's wide selection of on-line courses is extremely valuable to Eligible Family Members and Members of Household of all agencies in order to build or maintain specialized skills required in a business setting.

To take advantage of Manpower's service now, Eligible Family Members and Members of Household are invited to contact Manpower directly at GES@na.manpower.com (please copy FLO on your e-mail at FLOaskemployment@state.gov so we can track who is participating in the program). A Manpower representative will contact you, requesting you complete their application form, which will enter you into their Global Employment Tracker.

The US government has negotiated [Bilateral Work Agreements or de facto work arrangements](#) in 57 of the 72 countries where Manpower services are offered, making local economy employment feasible. With the increased diversity of skills found amongst Foreign Service family members, the demand for local employment options will continue to increase.



Home-Based Business Guide

Debbie Thompson, the Strategic Networking Assistance Program Local Employment Advisor in Montreal (and formerly FLO's Special Employment Programs Coordinator), has put together an invaluable guide on establishing a home-based business <http://www.state.gov/m/dghr/flo/62696.htm>.



Education and Youth

Getting a View of Campus Life

Living overseas makes visiting a college campus a difficult option to pursue! www.Amazon.com lists books and DVDs that can help to give you a view of campus life. Websites such as www.petersons.com and www.collegeboard.com give students yet

another way to gather information. FLO links to some great college resources on our site for "High School and College Considerations for Foreign Service Youth" at www.state.gov/m/dghr/flo/c1958.htm.



FS Writing Contest: 9th grade + below

LAST CALL - Win \$25 and get published in the next edition of the Globe Trotters' Newsletter---and the special opportunity to get published on the www.futurestate.gov Website.

This month's topic: **Tell us about the hottest or coldest you have ever been; where it was and why.**

Your submission must be 300 words or less. Artwork may be included. Entries must include: name, age, mailing address, email and post. The contest is open to 9th graders and under. Please email your entry to newsletter@fsyf.org by the deadline: **May 15, 2006**.

***Congratulations to the Spring Contest Winner:
Thaddeus Jones, Age 12, Cairo!***



Support Services

Understanding Long Term Care Insurance

By Paula S. Jakub, RHU
Vice President/COO
American Foreign Service Protective Association



We make decisions on a daily basis that affect our families now and in the future. The decision to purchase long term care insurance should be at the top of your list of decisions.

**Understanding long term care insurance is the first step and then evaluating your needs will follow.
Long term care insurance/benefits:**

- Pays for confinement in a nursing home for all levels of care (skilled, intermediate and custodial);

- Pays for confinement in an ALF, Assisted Living Facility, when a nursing home is a bit too much; and
- Pays for home health care, adult day care and respite care.

Think your existing health insurance plan covers this? Think again.

- Most health plans have no nursing home coverage—and those that do, provide only limited coverage and require your care to be skilled. (Most people in nursing homes today are not receiving skilled care.)
- Most health plans have very limited home health care coverage and only pay if the care is skilled and if it keeps you out of the hospital.
- If you are relying on your health insurance plan and do not have a separate long term care policy you are virtually uninsured for what today is an average of \$65,000 per year in nursing home expenses.

Think Medicare covers this? Think again.

- Medicare requires you to be in a skilled nursing facility (SNF), receiving skilled care, but only after you have been discharged from a hospital.
- Medicare will pay only for the first 20 days of skilled care in a skilled nursing facility. From day 21-100 your coinsurance, meaning the amount you must pay, is \$119 per day (2006 benefits). After the 100th day, you are responsible for 100% of your skilled nursing facility stay costs in a benefit period.

Think Medicaid covers this? Think again.

- Medicaid is a joint Federal and State program that helps with medical costs for some people with low incomes and limited resources. Medicaid programs vary from state to state, but most health care costs are covered if you qualify for both Medicare and Medicaid.
- Think of what you have to give up (drawdown) first.

The most common long term care insurance plan provides a \$150 per day or \$4,500 per month benefit, has a 90-day elimination period and a 4-5 year benefit period. Depending on your age, it may be a wise decision to choose a lower daily benefit amount and purchase the inflation protection feature to build your daily benefit for the future. Purchasing a plan at an earlier age, 45 versus 65, locks you in at a lower premium rate. This rate cannot be raised due to your age or changes in your health. Premiums can only be raised for all policies in the same class in your state. Most plans are guaranteed renewable and can only be cancelled if you do not pay the premium or if you have reached your policy maximum.

Long term care insurance plans are medically underwritten at the time the application is received. That means you have to be relatively healthy to get it. You will be asked to fill out a questionnaire, called an application, regarding your health. The underwriter will

either accept or deny you coverage. The decision will be based on the information you provide in the application, additional medical information you provide at their request and basic underwriting “standards”.

There are many excellent policies available and given the long term premium commitment - no pun intended- you should at the very least do a thorough comparison. Here are some basic features to look for:

- Daily Benefit Amount (DBA) – the amount of insurance in dollars you can choose to buy. It can range from as little as \$25 per day to \$400 or \$500 per day. Some policies offer a Monthly Benefit Amount.
- Benefit Period –the length of time your insurance will last if you receive care every day at a cost equal to or more than your daily benefit amount.
- Inflation Protection – a policy option that provides for increases in benefit levels to help pay for expected increases in the costs of long term care services.
- Elimination Period (also called a waiting period)— a type of deductible; the length of time you must pay for covered services before the insurance company will begin to make payments.

Long term care insurance isn't for everyone. Under what circumstances should you **NOT** buy long term care insurance?

- If you can't afford the premium.
- If you have limited assets to protect.
- If your only source of income is Social Security.
- If you have to choose between paying the LTC premium and other bills.
- If you can fund home health care or nursing home expenses on your own.

I encourage you to carefully consider purchasing long term care insurance. However, before you buy, you should decide what you think you will be able to put toward your care (\$10,000, \$20,000 or more per year). Buy only the amount of insurance you think you will need to make up the difference. While this is one of the most important types of insurance you will ever buy, it is also one of the most expensive. Customize your plan to fit your individual needs.

For more information or clarification, contact the Protective Association via its web site at www.afspa.org or by calling 202-833-4910.



Training

Looking for Education that's Convenient and Accessible?

How many excuses do you have for not pursuing the learning you need to get ahead in your career and in life?

I just don't have the time! It costs too much money! Enrolling is so complicated. I don't know where to begin. Their schedule doesn't fit mine.

If this sounds like you, **FasTrac** online courses may be the solution.

FasTrac online courses are offered at NO CHARGE to all Department of State Foreign Service and Civil Service Employees, Locally Employed Staff, Personal Services Contractors and **Eligible Family Members (domestic or international)**.

Courses take from two to eight hours to complete, and you can train in as little as 15 minute increments. **FasTrac** courses are professional level courses developed by experts in their field. College credit or continuing education units may be obtained for these courses.

FasTrac courses are available anytime and anywhere you have the time.

Enrolling in courses is simple.

1. Go online to <http://fsi.state.gov/fastrac> (OpenNet) to browse the **FasTrac** catalog.
2. Complete the online DS-755 electronically, or fax your training request to the Office of the Registrar (Fax: 703-302-7152).
3. You will receive your logon and password and you are on your way. Supervisory approval is no longer required for enrollment in **FasTrac** courses.

Courses are offered in many different subject areas including Administration and Management Training, Computer skills (some course prepare students for professional certification tests), and many others. You decide which courses are right for you!



TRANSITION CENTER COURSES

The **George P. Shultz National Foreign Affairs Training Center** offers training for *all* foreign affairs employees and adult family members. Classes are held at the Shultz

NFATC FSI at 4000 Arlington Blvd in Arlington, VA. and fill quickly. The FSI course catalog is on the Department's OpenNet (<http://fsi.state.gov>).

All courses listed below (except for the *Personal Finance Seminar*, the *Going Overseas Series*, and *Legal Considerations in the Foreign Service and Maintaining Long Distance Relationships*) are **tuition-based**. Non-State employees/family members must submit an SF 182 (with fiscal data) through their Training Officer to the Office of the Registrar at FSI. State Department employees and eligible family members enroll through the employee's CDO. The FSI Registrar must receive written notice of cancellation five workdays before the course begins.

For non-tuition courses (the *Personal Finance Seminar*, the *Going Overseas Series*, and *Legal Considerations in the Foreign Service and Maintaining Long Distance Relationships*), all employees/family members - regardless of agency - can register through TC at 703-302-7268 or email FSITCTraining@state.gov. The deadline for all TC registrations is by 11:30 am the day before the class. Be advised, some classes may be full by this date.

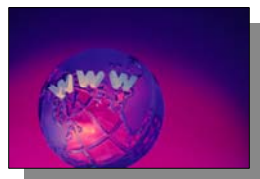
In consideration of others, please arrange your own childcare when attending FSI TC classes for adults. Programs appropriate for children (*Going Overseas* segments for children, *Youth Security Overseas* and *Young Diplomats Day*) are indicated in the FSI catalog or on TC advertisements.

June 1	Post Options for Employment & Training	MQ 703	9-4
June 2	Realities of FS Life	MQ 803	9-4
June 5-6	Security Overseas Seminar (SOS)	MQ 911	9-4
June 6	Targeting the Job Market (section I)	MQ 704	9-1
June 7	Emergency Medical Trauma	MQ 915	9-4
June 10	Maintaining Long Distance Relationships	MQ801	9-1
June 13	Targeting the Job Market (section II)	MQ 704	9-1
June 13	Advanced Security Overseas Seminar	MQ 912	9-4:30
June 17	Protocol	MQ 116	9-4
June 19-20	Security Overseas Seminar (SOS)	MQ 911	9-4
June 20	Youth Security Overseas Seminar	MQ 914	9-4
June 21-23	Regulations, Allowances, & Finance	MQ 104	9-4



Take Note -

Embassy Village: A Virtual Community for Foreign Service Family Members



What is Embassy Village? www.EmbassyVillage.com provides a virtual community that meets the needs of Foreign Service family members. It expands upon the current Foreign Service resources (FLO & CLO services) by offering a 24/7 online presence that can be accessed by any Foreign Service member with Internet access.

The site is "live" around the clock, consistent with members posted globally in different time zones.

Created by a Foreign Service family member, Embassy Village offers:

1. An online classifieds section for registered members to buy and sell their goods and services (similar to that of craigslist.com)
2. A discussion board where registered members can virtually meet and interact with other Foreign Service community members, thereby sharing information, support and a sense of camaraderie. This is especially important for members who may be located in remote posts or for that may be a bit more comfortable interacting online than in-person.
3. An employment ad section (similar to the classified section) where FS family members can search for private or public sector jobs. Shopping links to legitimate and reliable online retailers that ship to APO and FPO posts.
4. Useful tools including access to worldwide weather reports, a currency calculator, news, links for kids and teens (homework resources, kid-friendly entertainment sites)
5. Practical information and links for adults regarding jobs and career planning, international volunteer opportunities, online education sites, etc.



Domestic Servant/Nanny Update

There is a misconception on the part of some Foreign Service families returning to the U.S. that they may employ a domestic servant/nanny previously brought to the U.S. by another Foreign Service Officer. The domestic servant/nanny's employment and right to work in this country **ends** when the initial relationship is terminated (usually because the FSO employer is moving to another overseas post).

To bring a domestic employee to the U.S., the employer must demonstrate that the employee worked the FSO for at least one year previous. If the employee worked for less than a year, the FSO employer must demonstrate that he or she had employed someone in this capacity for several years.

[Title 8 Code of Federal Regulations 274\(a\).12\(c\) 17](#) addresses these issues.

For more general information on how to bring a domestic servant/nanny into the U.S. please consult FLO's fact sheet on the subject on the following website:

<http://hrweb.hr.state.gov/flo/worklife/ChildCare-NannyPaper11-04.pdf>



Guidelines for Expeditious Naturalization

Please Note: This announcement is for Eligible Family Members of Department of State direct-hire personnel only. Other agencies assist their own EFM's with the naturalization process.

FLO's Naturalization Specialist, Vanja Huth, retired on May 3, 2006. Therefore, until her replacement is on board, FLO is able to offer only limited naturalization assistance.

To qualify for expeditious naturalization the following requirements must be fulfilled:

1. A foreign-born spouse must have entered the U.S. legally and have Legal Permanent Resident Alien status in the U.S. (The status may be conditional and if a "green card" has not been issued yet, an "A" number in the passport with the annotation "processed for I-551" is sufficient.)
2. The spouse must be going with the employee on an overseas assignment or currently be at post with the employee AND must have at least one year left at post at the time of naturalization. **Please note: USCIS will not waive this requirement.**
3. Naturalization cannot take place more than 45 days prior to departure from the U.S. to post. You may, however, apply and start the process if you have received your post assignment notification.

At this time, FLO **will not** accept applications and documentation, but **will write** cover letters and offer advice on the process. Applicants may call FLO's Reception Desk at (202) 647-1076 to receive further instructions.

If you have a case pending at the Washington District Office in Fairfax, Virginia, for contact information, click here-

<http://www.state.gov/documents/organization/65795.doc>

(This mailbox may be used by 319(b) cases from all agencies. Please include applicant's name and A number when corresponding.)

The process:

- Applicants must complete the draft cover letter <http://www.state.gov/documents/organization/65752.doc> and return it to FLO with a copy of the **post assignment notification**.
- Based on the information in the draft letter, FLO will generate a cover letter on Department letterhead and send it back to the applicant together with the USCIS

mailing address. Please provide FLO with your fax number.

- The applicant is now ready to submit to USCIS the N400 application form available at <http://www.uscis.gov/graphics/formsfee/forms/files/N-400.pdf>, the cover letter, the “blue sheet” <http://www.state.gov/documents/organization/65750.doc> (should be printed on blue paper, if possible), photos, check, and the supporting documentation.
- Required documentation checklist:
<http://www.state.gov/documents/organization/65751.doc>

The current fee for processing of an N400 is \$400 if you apply from the U.S. or \$330 if you apply from abroad with fingerprint cards. If you are applying from the U.S. you will get a notice to go to a USCIS facility to have your fingerprints taken after your case has been submitted. Without presenting this official notice you will not be able to get this done.

You may stipulate which district office you would prefer to have the interview at on the so-called “blue sheet,” but according to FLO’s experience, requesting a district office where they rarely or maybe never process a 319(b) case may sometimes cause delays. Therefore, the recommended district offices where FLO has good contacts are the Washington District Office in Fairfax, VA, and the district offices in Miami and Honolulu. You may, however, also indicate another district office if you so choose.

When the case has been processed and is ready for adjudication, the applicant will receive a Notice to Appear for the interview. If successful, the oath ceremony during which the applicant is naturalized will follow. After taking the oath the applicant receives a Certificate of Citizenship to prove that he or she is now a U.S. citizen. Cameras are allowed and guests are welcome to the Oath Ceremony.

During the interview the applicant will be asked ten questions in writing from a list of around 100 questions. Sample questions may be found at http://www.uscis.gov/graphics/citizenship/flashcards/Flashcard_questions.pdf. They aim at testing the applicant’s knowledge of U.S. history and the Constitution. Six of the ten questions will have to be correct in order for the applicant to pass the test. The ten questions will be selected by a computer at random and will be provided in writing. The candidate will have to complete the answers in writing as well. The test is currently being revised, so please check the USCIS website to make sure that new regulations have not been applied.

Please follow instructions carefully! Do not substitute any requested documentation on the list for something else. A post assignment authorization is not the same as a post assignment notification, for instance!

Documentation Checklist may be found at
<http://www.state.gov/documents/organization/65751.doc>

The average processing time is currently around four months but it may take longer. Although you may have requested a certain month or date for the interview, if the case is not ready for adjudication you will have to wait. FLO cannot influence this process and has

no authority to speed it up. **If you are abroad, please do not make travel arrangements until you know that your case is ready for adjudication!**

Many applicants who are already serving overseas try to request an interview date during a time they may be able to take advantage of R&R travel. There is no financial assistance from the Government for this process. Applying to become a U.S. citizen is considered a private matter.

Finally, please tell FLO when the naturalization process has been successfully completed. We need to know for our records.

